

## MINUTES

**Kentucky Community and Technical College System  
Board of Regents Meeting  
May 14, 2004**

**Board Members Present:**

Ms. Cynthia L. Read, Board Chair  
Mr. Richard A. Bean, Board Vice Chair  
Dr. Joseph B. Wise, III, Board Secretary  
Mr. William E. Beasley  
Ms. Donna J. Bartlett  
Mr. Paul C. Callan, Jr.

Ms. Brenda R. Corey  
Ms. Elizabeth R. Hames  
Ms. Lorna D. Littrell  
Mr. Brandon W. Robinson  
Mr. S. Kent Robinson  
Mr. William R. West

**Board Member Absent:**

Ms. Pamala J. Dallas

**CALL TO ORDER** Board of Regents Chair Read called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 1:05 p.m. (ET), May 14, 2004. The meeting was held in Technology Building Room T-111, Maysville Community and Technical College, Maysville, Kentucky. Chair Read announced that the press was notified of the meeting on May 3, 2004, and that Hon. Beverly Haverstock, KCTCS General Counsel, would serve as parliamentarian.

There being a quorum present, Board business began with the approval of the minutes from the last meeting.

**APPROVAL OF  
MINUTES**

MOTION: Mr. B. Robinson moved that the minutes of the February 20, 2004, Board of Regents meeting be approved as corrected. Dr. Wise seconded the motion.

VOTE: The motion was approved unanimously.

**ADDITIONS OR  
CHANGES TO  
THE AGENDA**

There were no changes or additions to the agenda.

**MEETING  
HOSTS**

Chair Read thanked the meeting hosts – Dr. Augusta Julian, Maysville Community and Technical College President and her staff – for their hospitality, including the opportunity to interact with the Maysville community at the College and Community Coffee. She expressed special appreciation to Ms. Yolanda Gibbs, Ms. Judith Crawford, and Ms. Cara Clarke for coordinating the meeting logistics.

**COLLEGE  
WELCOME**

Dr. Julian welcomed the Board of Regents to Maysville Community and Technical College. She noted that the college has completed the first year of its consolidated structure, occupied two new buildings in the last 1 ½ years, and increased its dual credit opportunities and enrollment. Four technical programs have been added to the college's program inventory.

Mr. John Klee, History Professor and Faculty Representative and Secretary to the Maysville Community and Technical College Board of Directors, also brought greetings to the Board. Professor Klee gave an overview of the community's history. He also noted the college's distance learning enrollment and how the faculty has been incorporating technical course offerings into programs since the inception of KCTCS.

**CHAIR'S  
REPORT**

Chair Read reported the following items:

- Announcement of a special Board of Regents meeting June 17, 2004, to approve a 2004-05 operating budget.
- Announcement that the August Board of Regents meetings will be August 12-13, 2004, as originally scheduled.
- Announcement of professional development opportunities for the Board of Regents, including the Council on Postsecondary Education Trusteeship Conference September 19-20, 2004, in Bowling Green, Kentucky; a fall retreat where the Board will assess its performance (attendance is expected); and conferences with the Association of Community College Trustees and the Association of Governing Boards.
- Announcement that KCTCS President Michael B. McCall was elected to serve as the American Association of Community Colleges Board Chair. He will serve as chair elect during 2004-05, chair during 2005-06, and past chair during 2006-07.
- Update on the *Fulfilling the Promise* campaign.
  - Mr. John P. Morgridge, Board Chair of Cisco Systems, Inc. in San Jose, California, has accepted the invitation to serve as the national honorary campaign chair for the *Fulfilling the Promise* major gifts campaign. A campaign chair and co-chairs will be named soon for the statewide System Office campaign.
  - Mr. Jack Kain, Jack Kain Ford, accepted the invitation to be the chair of the Selection and Enlistment/Prospect Listing and Evaluation Committee for the targeted campaign for the new KCTCS Versailles Campus. This committee is responsible for assisting in the selection of the chair and co-chairs for the Versailles Campaign as well as evaluating and assisting with solicitation of lead gift prospects.
  - All KCTCS colleges should be in campaign spring 2005 with the exception of Central Kentucky Technical College/Lexington Community College.

- Announcement that Mr. Henry L. Jackson has resigned from the Board.
- Announcement of new student regents elect for the 2004-05 academic year. Ms. Cynthia R. Osborne, Hazard Community and Technical College, has been elected to the Board of Regents to represent community college students; and Mr. Andrew C. Donelan, Gateway Community and Technical College, has been elected to the Board of Regents to represent technical college students. Their terms begin July 1, 2004, and end June 30, 2005.

The Board considered resolutions for regents leaving the Board:

MOTION: Dr. Wise moved that the *Resolution Honoring Donna J. Bartlett* (Attachment B) be adopted. Ms. Littrell seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: Mr. Bean moved that the *Resolution Honoring Brandon W. Robinson* (Attachment C) be adopted. Mr. Beasley seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: Mr. B. Robinson moved that the *Resolution Honoring Henry L. Jackson* (Attachment D) be adopted. Mr. Callan seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: Mr. Beasley moved that the *Resolution Honoring Pamala J. Dallas* (Attachment E) be adopted as corrected. Dr. Wise seconded the motion.

VOTE: The motion was approved unanimously.

The Board of Regents also adopted a resolution in memory of Mr. Bryan Leigh Armstrong (Attachment F). Mr. Armstrong served as the founding System Director of Public Relations for KCTCS since its creation in July 1997 until his death on March 25, 2004.

MOTION: Mr. Beasley moved that the *Resolution in Memory of Bryan Leigh Armstrong* be adopted. Ms. Littrell seconded the motion.

VOTE: The motion was approved unanimously.

The Board complimented Ms. Jackie Bondurant, KCTCS System Office staff, for the *Exchange* article that celebrated Mr. Armstrong's contributions to the System.

**PRESIDENT'S  
REPORT**

KCTCS President Michael B. McCall provided an update on current System activities. Some of the activities and information highlighted included West Kentucky Community and Technical College invitation to present best practices in *Kentucky Plan* compliance to the Council on Postsecondary Education's Committee on Equal Opportunities in Postsecondary Education; the *Third Annual New Horizons Professional and Organizational Development Conference*, May 16-19, 2004; the New Horizons President's Leadership Seminar; KCTCS Business to Business Workforce Conference; and recommendations of a Benefits Workgroup to the Human Resources Peer Team regarding KCTCS benefits enhancements. The President's Report is attached (see Attachment G) and is also available at <http://www.kctcs.edu/organization/board/meetings/>.

**CONSENT  
AGENDA**

Chair Read noted that the items on the Consent Agenda have been discussed separately during committee meetings of the Board of Regents.

RECOMMENDATION: That the following items listed under the Board's Consent Agenda be approved:

1. Finance, Technology, and Human Resources Committee
  - I-1. Action: Ratification of Personnel Actions. The personnel actions presented for ratification followed policy and procedures.
2. Academic Affairs and Curriculum Committee
  - J-1. Action: Ratification of New Credit Certificate and Diploma Programs. Each of the new credit certificate and diploma programs is applicable toward at least one degree program.
  - J-4. Action: KCTCS Colleges Candidates for Credentials. The credential list for January 6, 2004, through March 29, 2004, includes 8,201 credential requests: 3,083 certificates; 1,600 diplomas; 1,030 associate in arts; 436 associate in science; 1,940 associate in applied science; 110 associate in applied technology; and 2 honorary degrees.

Dr. Wise requested that the portions of Consent Agenda Item J-4, "Action: KCTCS Colleges Candidates for Credentials," dealing with honorary degrees and credentials for Regent Bartlett be removed from the consent agenda.

VOTE: By unanimous consent, the remaining consent agenda items were approved.

**EXECUTIVE  
COMMITTEE  
REPORT**

Executive Committee Vice Chair Bean presented the committee's report to the Board of Regents.

**ACTION: NAME  
CHANGE FOR  
SOUTHEAST  
COMMUNITY  
COLLEGE**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the request of Dr. Bruce Ayers, Southeast Community College President/CEO, to rename the college resulting from the single accreditation (SACS) and consolidation of Southeast Community College and Cumberland Valley Technical College the "Southeast Kentucky Community and Technical College," effective July 1, 2004.

Mr. Bean noted that the proposed name is resulting from the consolidation [and single accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools (SACS)] of Southeast Community College and Cumberland Valley Technical College. The college received endorsements from the community, including locally elected officials. If approved by the Board of Regents, the new name would become effective July 1, 2004.

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION: REVISED  
MISSION  
STATEMENT FOR  
SOUTHEAST  
KENTUCKY  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

**RECOMMENDATION:** That the KCTCS Board of Regents approve a revised mission statement, as presented in the agenda materials, for Southeast Kentucky Community and Technical College.

Mr. Bean noted that the proposed mission statement results from the college's request to change its name to Southeast Kentucky Community and Technical College.

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION: REVISED  
MISSION  
STATEMENT FOR  
MAYSVILLE  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

**RECOMMENDATION:** That the KCTCS Board of Regents approve a revised mission statement, as presented in the agenda materials, for Maysville Community and Technical College.

Mr. Bean noted that the proposed mission statement results from the community-driven consolidation and single accreditation pursuit of Maysville Community College and Rowan Technical College as the "Maysville Community and Technical College."

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION: MISSION  
STATEMENT FOR  
BOWLING GREEN  
TECHNICAL  
COLLEGE**

**RECOMMENDATION:** That the KCTCS Board of Regents approve a mission statement, as presented in the agenda materials, for Bowling Green Technical College.

Mr. Bean noted that it is the policy of the KCTCS Board of Regents and SACS that each college have a Board-approved mission statement. If approved by the Board of Regents, this will be the first Board of Regents-approved mission statement for the college. The proposed mission statement was developed as part of the preparation process for the college's application for SACS membership.

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION:  
REVISION TO  
POLICY 1.4 –  
INTERNAL  
GOVERNANCE  
STRUCTURE OF  
THE COMMUNITY  
COLLEGES AND  
TECHNICAL  
COLLEGES**

**RECOMMENDATION:** That the KCTCS Board of Regents, approve the original February 2004 policy revisions to *Policy 1.4 – Internal Governance Structure of the Community Colleges and Technical Colleges* with the addition of the statement, "At no time will the bylaws, rules, and policies of the Faculty Senate be in conflict with the bylaws and policies of the Board of Regents of KCTCS" (see Attachment H).

Mr. Bean noted that the proposed policy revisions were presented as information at the Board's February 20, 2004, meeting. He further noted that there were four handouts related to this item: 1) Research conducted by KCTCS System Office staff related to sister institutions' faculty regents' roles on their respective faculty senate councils, 2) comments received by KCTCS regents from various sister institutions' faculty representatives to governing boards related to their roles on their respective senate councils, 3) resolutions passed by the current KCTCS faculty councils, and 4) a revised policy proposal.

Mr. Bean noted that Ms. Renea Akin, Community College Faculty Senate Council Chair, spoke at the May 13, 2004, Executive Committee meeting and was also present at the Board meeting. At the Executive Committee meeting, Ms. Akin expressed the faculty councils' concerns regarding the policy revisions presented in the May 2004 agenda book. She noted that the two councils' viewed the May 2004 proposed revisions as limiting their ability to self-govern. Ms. Akin further noted at the Executive Committee meeting that the councils favored removing language from the proposed policy that relates to designating who serves on the integrated council and that they support the language found in the version originally presented to the Board of Regents in February 2004. Faculty Senate Rules state that the rules of the Faculty Senate must not conflict with KCTCS Board of Regents policies.

Mr. Bean noted that the Faculty Senate serves at the pleasure of the Board of Regents and plays an important role in the System. He reported that the Executive Committee emphasized the importance of the Faculty Senate being multi-disciplined.

MOTION: On behalf of the committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

Chair Read noted that this policy integrates two Faculty Senates into one and is evidence of the continued growth of the System. She complimented KCTCS Chancellor Keith Bird for his work with the senates and their integration.

**INFORMATION:  
REVISION TO THE  
KCTCS BOARD OF  
REGENTS BYLAWS**

Mr. Bean noted that this agenda item resulted from the discussion related to *KCTCS Board of Regents Policy 1.4 – Internal Governance Structure: KCTCS Senate* [formerly *Policy 1.4 – Internal Governance Structure of the Community Colleges and Technical Colleges*]. It relates to elected members service on internal boards or councils. Mr. Bean reported that the Executive Committee thought the proposed revisions might be appropriate for all regents, whether appointed or elected. The Executive Committee expressed concern about how restricting a regent's membership on boards, committees, or councils might affect a regent's ability to carry out his or her non-regent work or community responsibilities.

**ACTION: REVISION  
TO POLICY 2.0 –  
KENTUCKY  
COMMUNITY AND  
TECHNICAL  
COLLEGE SYSTEM  
EMPLOYMENT**

RECOMMENDATION: That the KCTCS Board of Regents approve the revised *Policy 2.0 – Kentucky Community and Technical College System Employment*.

Mr. Bean noted that this item was presented as an information item at the December 5, 2003, Board of Regents meeting and as an action item at the February 20, 2004, Board of Regents meeting. The policy establishes "Employment Status Categories" for faculty and staff and defines "Employee Rights."

MOTION: On behalf of the committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION:  
REVISION TO  
POLICY 2.1 –  
KENTUCKY  
COMMUNITY  
AND TECHNICAL  
COLLEGE  
SYSTEM  
DEFINITION OF  
FACULTY,  
FACULTY RANK,  
AND FACULTY  
TITLES**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the revised *Policy 2.1 – Kentucky Community and Technical College System Definition of Faculty, Faculty Rank, and Faculty Titles*.

Mr. Bean noted that the revisions integrate the community college and the technical college policy sections. To parallel language in current statutes, the proposed revisions delete the word “professional” in reference to counselors. The word “professional” also has been deleted in reference to librarians.

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION:  
REVISION TO  
POLICY 2.9.1.2 –  
KENTUCKY  
COMMUNITY  
AND TECHNICAL  
COLLEGE  
SYSTEM  
ACADEMIC  
FREEDOM  
POLICY**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the revised *Policy 2.9.1.2 – Kentucky Community and Technical College System Academic Freedom Policy*.

Mr. Bean noted that updates to the policy include:

- Deleting the reference in the last paragraph to “Branch.”
- Updating the name of the policy manual.
- Updating the name of the appeal committee to reflect the integrated senate appeal committee.

**MOTION:** On behalf of the committee, Mr. Bean moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION:  
DELEGATION OF  
AUTHORITY  
OVER  
LEXINGTON  
COMMUNITY  
COLLEGE TO  
KCTCS BOARD  
OF REGENTS**

**RECOMMENDATION:** That the KCTCS Board of Regents accept the delegation of authority over Lexington Community College (LCC) and that the KCTCS Board of Regents authorize the KCTCS President and the KCTCS Board of Regents Chair to enter into a memorandum of agreement with the University of Kentucky Board of Trustees to implement the transfer of LCC to KCTCS.

Mr. Bean noted that by approving this recommendation, the Board would be accepting Lexington Community College into the System. House Joint Resolution 214 directs that a transition team, with equal representation from KCTCS, LCC, and UK, be formed to oversee the implementation of the requirements of the resolution. The transition team will be chaired by KCTCS Vice President Ken Walker. Other transition team members include:

- KCTCS – Keith Bird, Chancellor, and Beverly Haverstock, General Counsel
- UK – Dick Siemer, Vice President; Mike Neitzel, Provost; and Barbara Jones, Associate General Counsel
- LCC – James Kerley, President; Sandy Carey, Dean; and Tri Roberts, Associate Dean



KCTCS and UK will develop a memorandum of agreement that ensures that as liabilities are transferred to KCTCS from UK, assets to fund those liabilities will be transferred as well.

Chair Read introduced and welcomed Dr. James Kerley, Lexington Community College President. She requested that Dr. Kerley express the Board's excitement to the college's faculty and staff regarding LCC joining the KCTCS family.

MOTION: On behalf of the committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

***INFORMATION:  
BOARD  
MEETING  
CALENDAR FOR  
2005***

Mr. Bean called attention to a handout listing proposed Board meeting dates for 2005. He asked members to check their calendars for the following dates and to let KCTCS staff know of any conflicts by May 31, 2004.

- February 24-25, 2005
- May 12-13, 2005
- August 25-26, 2005
- December 8-9, 2005

The proposed 2005 meeting dates do not conflict with national holidays. The 2005 calendar will be presented as an action item at the August 13, 2004, Board of Regents meeting.

The Board discussed the current meeting format and requested that regents let staff know their preference for a one-day or two-day meeting format. The Board also discussed holding half of the meetings in a central location, perhaps Versailles, and holding the other half of the meetings at the colleges (one in eastern Kentucky, the other in western Kentucky). It was emphasized that the Board wanted to maintain the perspective and community interaction that accompanies meeting on the colleges' campuses.

***UPDATE: 2004  
LEGISLATIVE  
SESSION***

Mr. Bean noted that the committee received an update on the General Assembly's 2004 Legislative Session. The update included an overview of legislation passed by the General Assembly that might be of interest to KCTCS. An update on the 2004-06 biennial budget also was provided.

**FINANCE,  
TECHNOLOGY,  
AND HUMAN  
RESOURCES  
COMMITTEE  
REPORT**

Finance, Technology, and Human Resources Committee Chair Beasley presented the committee's report to the Board of Regents.

**INFORMATION:  
2004-05 KCTCS  
BUDGET  
DEVELOPMENT  
SCENARIOS**

Mr. Beasley reported that the General Assembly has yet to enact a 2004-06 biennial budget. It appears from all versions under consideration that KCTCS will not receive any new state appropriations for operations in 2004-05, while fixed costs will increase.

**ACTION:  
2004-05  
TUITION RATES**

**RECOMMENDATIONS:**

- That the Board of Regents approve the following per credit hour tuition rates for 2004-05, with no credit hour cap, for KCTCS colleges, except Lexington Community College:

In-State Students	\$ 92
Out-of-State Students	
From Contiguous Counties	110
Other Out-of-State Students	276

- That the Board of Regents approve the following per credit hour tuition rates for 2004-05, with a 12 credit hour cap, for Lexington Community College:

In-State Students	\$ 92
Out-of-State Students	
From Contiguous Counties	110
Other Out-of-State Students	276

Consistent with the provisions of House Joint Resolution 214 (HJR 214), Lexington Community College students also will pay mandatory fees (\$281.25 per semester) in 2004-05 as established by the University of Kentucky Board of Trustees.

- One dollar of the increase above staff's original recommendation will provide an additional increase to the base salaries of those faculty and staff members that are below minimum salaries in the KCTCS Classification and Compensation Program.
- Two dollars of the increase above staff's original recommendation will provide additional reserves above current planned levels.

Mr. Beasley noted that the recommendation is a unanimous recommendation from the Finance, Technology, and Human Resources Committee. He called attention to a revised handout that reflected the committee's recommendation regarding 2004-05 tuition rates. The staff-recommended tuition rates would allow for a "bare bones" budget. The committee decided that it was important to operate above the bare minimum break-even point.

Revenue generated by the proposed tuition rates increases will make available the necessary revenue funding, along with internal base reallocation, to provide fixed cost increases in employee benefits; modest compensation increases for faculty and staff; and maintain a minimal budget reserve in anticipation of future needs, including potential future budget reductions. It was noted that the committee felt it important to provide additional funding for the classification and compensation plan. The proposed tuition rates will keep KCTCS at or near the bottom of benchmark states' rates and well below the lowest rate among the public universities in Kentucky. The committee's recommendation will help to ensure that the 2004-05 KCTCS Annual Budget is funded slightly above the break-even point.

It was reported that both Student Regents supported the proposed increase to ensure that the *KCTCS Mission* was achieved and to ensure that students continue to receive a quality education. The Board discussed the impact that removing the tuition cap would have on students and revenue. The discussion included the possibility of using left over budget reserve balances to offset future tuition increases.

MOTION: On behalf of the committee, Mr. Beasley moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION:  
2004-05  
SALARY  
AND  
BENEFITS**

RECOMMENDATION: That the KCTCS Board of Regents approve salary increases and merit bonuses in 2004-05 for faculty and staff in the Kentucky Community and Technical College System that will:

- Provide a salary increase equal to that provided to state employees for faculty and staff under the former 151B and 18A personnel guidelines.
- Provide a 1.0 percent salary increase for faculty and staff in the former University of Kentucky personnel system.
- Provide a \$1,100 or a 2.0 percent salary increase, whichever is greater, for faculty and staff in the KCTCS personnel system as of July 1, 2004.
- Provide a \$1.0 million pool for a nonrecurring merit bonus to high performing faculty and staff in all personnel systems. "High performing" is defined as having earned an "exceeds" rating in the 2003-04 evaluation process, using the KCTCS performance evaluation system. The amount of the bonus will be determined by the amount of funds budgeted for this program in 2004-05 and the number of high performing faculty and staff.
- Provide a \$2.1 million pool for additional increases in base salaries for faculty and staff in all personnel systems that are below the recommended minimum salary in the KCTCS Classification and Compensation program, as established in 2003. The amount of the additional increase in base salaries will be determined by the amount of funds budgeted for this program in 2004-05 and the number of faculty and staff who qualify for this additional increase in base salary.

Mr. Beasley noted that the recommendation is a unanimous recommendation from the Finance, Technology, and Human Resources Committee. He called attention to a revised handout that reflected the committee's recommendation regarding 2004-05 salary and benefits. The 2004-05 salary increase recommendation continues to protect the rights of KCTCS faculty and staff in the former 151B, 18A, and UK personnel systems, while continuing to build the KCTCS personnel system. The recommendation meets the Board of Regents objective to reward performance and to implement the classification and compensation program.

The Board discussed the salary increase being recommended for KCTCS employees under the UK personnel system. It was noted that UK is providing its employees an increase in benefits and a small salary increase. Statutorily, KCTCS is mandated to match only the benefit increase for its employees choosing the UK personnel system instead of the KCTCS personnel system. It was further noted that if approved, KCTCS is going above its statutory obligations regarding compensating employees choosing to remain under UK and 151B/18A personnel systems. It was further noted that the Board of Regents will approve a 2004-05 Salary Schedule at its August 2004 meeting.

Mr. Beasley noted that KCTCS has requested money from the General Assembly to fund the Mercer-recommended salary bands. To date, the General Assembly has yet to appropriate funds to accommodate the Mercer-recommended salary ranges and has continued to cut the KCTCS budget. The Board further noted that the 1997 General Assembly allowed the creation of three personnel systems within KCTCS and mandated that each be treated differently. All KCTCS employees in predecessor personnel systems have the option to choose the KCTCS personnel system and receive the same benefits package offered to employees in the KCTCS personnel system.

MOTION: On behalf of the committee, Mr. Beasley moved that the recommendation be approved.

AMENDED MOTION: Mr. Beasley amended the last bullet of the motion as follows:

- Provide a \$2.1 million pool for additional increases in base salaries for faculty and staff in all personnel systems that are below the Mercer-recommended minimum salary in the KCTCS Classification and Compensation program, as established in 2003. The amount of the additional increase in base salaries will be determined by the amount of funds budgeted for this program in 2004-05 and the number of faculty and staff who qualify for this additional increase in base salary.

VOTE: The motion as amended passed with Ms. Bartlett, Mr. Bean, Mr. Beasley, Ms. Corey, Ms. Hames, Ms. Littrell, Mr. B. Robinson, Mr. K. Robinson, Dr. Wise, and Chair Read voting in favor of motion. Mr. Callan voted no. Mr. West abstained from voting.

**RECESS**

The Board of Regents recessed at 2:50 p.m. (ET) and reconvened at 3 p.m.

**UPDATE: KCTCS  
QUARTERLY  
FINANCIAL  
REPORT**

Mr. Beasley presented information related to the third quarter of fiscal year 2003-04, which ended March 31, 2004. He complimented KCTCS staff for doing a good job managing the budget in light of the budget reductions.

**UPDATE:  
CAPITAL  
CONSTRUCTION  
STATUS  
REPORT,  
1998-2002**

Mr. Beasley reported that during the 1998 and 2000 sessions of the General Assembly, 32 capital projects were authorized for KCTCS. All of the projects are proceeding to completion within scope and budget. Since 1998, KCTCS has managed 32 capital projects:

- 25 projects are complete.
- 4 projects are under construction with completion by April 2005.
- 3 projects are in the design/development phase and are only authorized for design.

Mr. Beasley complimented Mr. Gary Cloyd, KCTCS System Office staff, for his work related to the capital projects.

**UPDATE: KCTCS  
FOUNDATION,  
INC.**

Mr. Beasley reported that the Finance, Technology, and Human Resources Committee received an update on the KCTCS Foundation, Inc. He reported that the next KCTCS Foundation, Inc. Board meeting is June 8, 2004.

**ACADEMIC  
AFFAIRS AND  
CURRICULUM  
COMMITTEE  
REPORT**

Academic Affairs and Curriculum Committee Chair Wise presented the committee's report to the Board of Regents.

**ACTION: NEW  
PROGRAM  
PROPOSALS**

**RECOMMENDATION:** That the Board of Regents approve an Associate in Applied Science in Office Systems Technology with options in Administrative, Desktop Publishing, Financial Assistant, Legal Administrative Assistant, and Medical Administrative for Central Kentucky Technical College to be implemented in fall 2004.

**ASSOCIATE IN  
APPLIED  
SCIENCE IN  
OFFICE  
SYSTEMS  
TECHNOLOGY,  
CENTRAL  
KENTUCKY  
TECHNICAL  
COLLEGE**

Dr. Wise noted that the 62-67 credit hour program prepares students to work in an office environment. Graduates are employed in professional offices, education, government businesses, and industries and may choose to sit for the Certified Professional Secretary examination. Since the college presently offers diplomas and certificates, no additional funding will be required to implement the AAS degree.

**MOTION:** On behalf of the committee, Dr. Wise moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

ASSOCIATE IN  
APPLIED  
SCIENCE IN  
EDUCATION,  
SOUTHEAST  
COMMUNITY  
COLLEGE

RECOMMENDATION: That the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Education with a Teacher Associate Option, a Teacher Preparation Option, and an embedded Paraeducator Certificate for Southeast Community College to be implemented in fall 2004.

Dr. Wise noted that the program is offered at seven other KCTCS colleges. It offers a pathway to meet new federal requirements for paraeducators. The college has qualified staff, classrooms, equipment, library resources, and technology infrastructure in place to support this proposal. No additional funding will be necessary to implement this program.

MOTION: On behalf of the committee, Dr. Wise moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

ASSOCIATE IN  
APPLIED  
SCIENCE IN  
CULINARY  
ARTS, WEST  
KENTUCKY  
COMMUNITY  
AND  
TECHNICAL  
COLLEGE

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science in Culinary Arts with options in Culinary Arts, Food and Beverage Management, and Catering for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2004.

Dr. Wise reported that according to the *Purchase Area Occupational Employment Outlook and Job Opening Survey*, average growth is projected to be more than 900 jobs annually. Employment opportunities are found in various industries. The approved 65-71 credit hour program competencies are those of the American Culinary Federation. The college is ensuring that the faculty obtain certifications in culinary arts.

The Board discussed articulation and transfer agreements in place for students who want to obtain a bachelor's degree in this area.

MOTION: On behalf of the committee, Dr. Wise moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

ASSOCIATE IN  
APPLIED  
SCIENCE IN  
DIAGNOSTIC  
MEDICAL  
SONOGRAPHY,  
WEST  
KENTUCKY  
COMMUNITY  
AND  
TECHNICAL  
COLLEGE

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science in Diagnostic Medical Sonography for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2004.

Dr. Wise noted that the program prepares students to be ultrasound technicians, for which there is a high demand statewide. Graduates may earn up to \$60,000 annually. The program includes a rigorous selection process and caps at 12 students.

MOTION: On behalf of the committee, Dr. Wise moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ASSOCIATE IN  
APPLIED  
SCIENCE IN  
REALTIME  
CAPTIONING  
TECHNOLOGY,  
WEST  
KENTUCKY  
COMMUNITY  
AND  
TECHNICAL  
COLLEGE**

**RECOMMENDATION:** That the Board of Regents approve an Associate in Applied Science in Realtime Captioning Technology (RCT) with options in Judicial Reporter and Broadcast Captioner/CART Provider for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2004.

Dr. Wise noted that Realtime Captioning is a growing field. A person choosing this career path may earn up to \$100,000 annually. A diploma program is offered at the college. The proposed program is strongly supported by the Kentucky Court Reporters Association and the National Court Reporters Association. Kentucky is listed third in the United States for having the most deaf or hard-of-hearing population. Federal rules require captioning of hundreds of hours of live television programming each week, creating a surge in career opportunities for broadcast captioners. The demand for jobs in broadcast captioning is expected to triple by 2006.

**MOTION:** On behalf of the committee, Dr. Wise moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

Ms. Bartlett noted that she is excited about all of the programs approved for the college.

**ACTION:  
ADOPTION OF  
LEXINGTON  
COMMUNITY  
COLLEGE  
COURSE AND  
PROGRAM  
INVENTORIES**

**RECOMMENDATION:** That the KCTCS Board of Regents adopt the current Lexington Community College (LCC) course and program inventories as presented in the *Supplement for KCTCS Board of Regents Agenda Item J-3* (copy on file).

Dr. Wise noted that this recommendation is a followup item related to House Joint Resolution 214 that the Governor signed on April 2, 2004. It assures that Lexington Community College's students, courses, and programs will flow smoothly into the System without interruption.

President McCall reported that the first issue to be addressed (by HJR 214) is removing Lexington Community College from probationary status with SACS, the college's accrediting agency. He further noted that Lexington Community College and Central Kentucky Technical College will request Board of Regents approval to pursue single accreditation with the SACS and to consolidate into a comprehensive community and technical college.

Chair Read invited Dr. Kerley to address the Board regarding the proposed recommendation. He noted that he was excited about the opportunities that exist with KCTCS. Dr. Kerley reviewed the process the college followed to develop the course inventory and other components of the recommendation. He complimented KCTCS staff for the assistance provided to the college.

**MOTION:** On behalf of the committee, Dr. Wise moved that the recommendation be approved.

**VOTE:** The motion was approved unanimously.

**ACTION:  
KCTCS  
COLLEGES  
CANDIDATES  
FOR  
CREDENTIALS**

**RECOMMENDATIONS:**

- That the KCTCS Board of Regents approve awarding to Donna Bartlett, Student Regent for KCTCS, the following credentials: two KCTCS diplomas (Animation and Web Design) and four KCTCS certificates (Web Design Assistant, Animation, Digital Media, and Multimedia).
- That the KCTCS Board of Regents approve awarding an honorary associate degree in humane letters to The Honorable James Callahan for his contributions and dedication to the establishment of a comprehensive community and technical college in northern Kentucky and his support of postsecondary education reform.
- That the KCTCS Board of Regents approve awarding an honorary associate degree in humane letters to Mr. William L. Sullivan for his commitment and dedication to Henderson Community College, the Henderson community, and the Commonwealth of Kentucky.

**MOTION:** On behalf of the committee, Dr. Wise moved that the KCTCS Board of Regents approve awarding to Donna Bartlett, Student Regent for KCTCS, the following credentials: two KCTCS diplomas (Animation and Web Design) and four KCTCS certificates (Web Design Assistant, Animation, Digital Media, and Multimedia).

**VOTE:** The motion was approved. Ms. Bartlett abstained from the vote since she was among the candidates applying for credentials.

Dr. Wise noted that the recommendations for honorary degrees were made by Gateway Community and Technical College for The Honorable James Callahan and Henderson Community College for Mr. William L. Sullivan.

Gateway Community and Technical College President G. Edward Hughes, on behalf of the local college and board of directors, recommended the awarding of an honorary associate degree to Representative Callahan. The recommendation is based upon Representative Callahan's contributions and dedication to the establishment of a comprehensive community and technical college in northern Kentucky. Representative Callahan has served the citizens of the 67<sup>th</sup> House District since 1987, rising to a leadership position as Majority Caucus Chair. In 1997, he sponsored House Bill 1, the *Kentucky Postsecondary Education Improvement Act*. He is very active in Gateway Community and Technical College functions, including the Presidential Inauguration, groundbreaking, and press conferences. Dr. Hughes stated in his recommendation, "His advocacy for Gateway and KCTCS is unmatched in the General Assembly and in our region."

**MOTION:** On behalf of the committee, Dr. Wise moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to The Honorable James Callahan for his contributions and dedication to the establishment of a comprehensive community and technical college in northern Kentucky and his support of postsecondary education reform.

**VOTE:** The motion was approved unanimously.



Henderson Community College President Patrick L. Lake, on behalf of the local college and the local board of directors' leadership, recommended the awarding of an honorary associate degree to Mr. Sullivan. The recommendation is based upon Mr. Sullivan's commitment and dedication to the college. Mr. Sullivan has served on the college's foundation since its inception 48 years ago, acting in the capacity of president and chair for over 20 years. Currently, he is chairing the college's *Fulfilling the Promise Campaign*. Mr. Sullivan has a long record of service to the Henderson area and to the Commonwealth, having served as State Senator, President Pro-Temp of the Senate, and Lieutenant Governor. Dr. Lake stated in his recommendation, "Over the years, Mr. Sullivan has been a stalwart in the development of Henderson Community College."

MOTION: On behalf of the committee, Dr. Wise moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. William L. Sullivan for his commitment and dedication to Henderson Community College, the Henderson community, and the Commonwealth of Kentucky.

VOTE: The motion was approved unanimously.

**UPDATE:  
ACCREDITATION  
VISITS**

Dr. Wise reported that the International Fire Service Accreditation Congress (IFSAC) conducted an accreditation visit from March 9-12, 2004, related to the Associate in Applied Science in Fire Rescue Science. The IFSAC report concluded that "the model of service provided by KCTCS within the state of Kentucky results in an educational structure which serves both local needs and the requirements of the state as a whole." On April 24, 2004, the IFSAC Board of Governors voted to accredit the program statewide, noting that it should be considered as a model throughout the United States. Dr. Wise noted that KCTCS is moving to a competency-based curriculum. Firefighters trained under the program could be certified in 38 states.

Dr. Wise reported that Maysville Community and Technical College hosted a SACS visiting team regarding consolidation from March 29-31, 2004. The college had six recommendations resulting from that visit, two of which were resolved with the Board's approval of a revised mission statement. Bowling Green Technical College hosted a Council on Occupational Education (COE) visiting team on April 19-24, 2004. The visiting team made no recommendations.

**UPDATE:  
TRANSFER**

Dr. Wise noted that state-supported institutions receiving KCTCS student transfers will treat transfer students' grades in the same way they treat native student grades, per the proposed revision of CPE's *General Education Transfer Policy*.

**EFFICIENCY,  
EFFECTIVENESS,  
AND  
ACCOUNTABILITY  
COMMITTEE  
REPORT**

Chair Read noted that a report from the Efficiency, Effectiveness, and Accountability Committee would not be received since the committee is a committee of the whole; and all of the Board members present participated at the EEA Committee meeting.

**NEXT REGULAR  
MEETING**

Chair Read announced that the next regular Board of Regents meeting would be August 13, 2004, at Madisonville Community College, Muhlenberg County Campus, Central City, Kentucky.

**ADJOURNMENT**

MOTION: Mr. B. Robinson moved that the Board of Regents adjourn. Ms. Bartlett seconded the motion.

VOTE: The motion passed unanimously, and the meeting adjourned at 3:43 p.m. (ET).

8/13/04

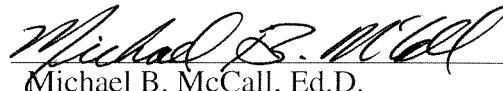
Date Approved by the  
KCTCS Board of  
Regents



Cynthia L. Read, Chair  
KCTCS Board of Regents



Joseph B. Wise, III, Secretary  
KCTCS Board of Regents



Michael B. McCall, Ed.D.  
KCTCS President

**KCTCS Board of Regents  
Meeting Guests – May 14, 2004**

**President's  
Cabinet**

Dr. Michael B. McCall, President  
Dr. Keith W. Bird  
Mr. Timothy R. Burcham  
Hon. Beverly H. Haverstock  
Ms. Beth R. Hilliard  
Dr. Jon S. Hesseldenz  
Mr. J. Kenneth Walker

**System  
Office Staff**

Ms. Billie Hardin  
Mr. Brendan Lehane  
Dr. Joan Lucas

**Colleges**

Central Kentucky Technical College

Mr. Ron Baugh  
Ms. Sharon Breeding  
Ms. Lynn Madison  
Ms. Bonnie Nicholson  
Mr. John Ozburn

Lexington Community College

Dr. James Kerley

Maysville Community and Technical  
College

Dr. Augusta Julian  
Ms. Judith Crawford  
Ms. Yolanda Gibbs  
Mr. John Klee  
Ms. Sandy Smallwood

Southeast Community College

Dr. Roger Noe

West Kentucky Community and Technical  
College

Dr. Renea Akin  
Ms. Lisa Allen  
Dr. Sherry Anderson  
Ms. Marilyn Haywood  
Dr. Barbara Veazey

**Other Guests**

Mr. Robert Tye, AFT-KY



## Resolution Honoring ***DONNA J. BARTLETT***

- W** *HEREAS*, Donna J. Bartlett has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for part of the 2002-03 academic year and all of the 2003-04 academic year; and
- W** *HEREAS*, Ms. Bartlett has demonstrated her leadership abilities through her service to the Board and by articulating important issues and concerns affecting all KCTCS students as a member of the Academic Affairs and Curriculum Committee; and
- W** *HEREAS*, Ms. Bartlett has served the Kentucky Community and Technical College System with distinction and has honorably performed her duties as prescribed by the *Kentucky Revised Statutes*, *KCTCS Board of Regents Bylaws*, and KCTCS policies; and
- W** *HEREAS*, Ms. Bartlett has supported the Board of Regents by her attendance, her willingness to discuss issues openly, her eagerness to support Board initiatives, her ability to lead by example, and her long-term vision for the Kentucky Community and Technical College System and the welfare of its constituents; and
- W** *HEREAS*, Ms. Bartlett has demonstrated her dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and
- W** *HEREAS*, the Kentucky Community and Technical College System Board of Regents wishes to express its regret as Ms. Bartlett leaves the Board but looks forward to her continued friendship and support of KCTCS;
- N** *OW, THEREFORE, BE IT RESOLVED* that the Kentucky Community and Technical College System Board of Regents hereby commends Ms. Bartlett for her energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Ms. Bartlett in her future endeavors.

ADOPTED this fourteenth day of May 2004.

ATTEST:

\_\_\_\_\_  
Secretary, Board of Regents

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
President



## Resolution Honoring **BRANDON W. ROBINSON**

- W** *HEREAS*, Brandon W. Robinson has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2003-04 academic year; and
- W** *HEREAS*, Mr. Robinson has demonstrated his leadership abilities through his service to the Board and by articulating important issues and concerns affecting all KCTCS students as a member of the Finance, Technology, and Human Resources Committee; and
- W** *HEREAS*, Mr. Robinson has served the Kentucky Community and Technical College System with distinction and has honorably performed his duties as prescribed by the *Kentucky Revised Statutes*, *KCTCS Board of Regents Bylaws*, and KCTCS policies; and
- W** *HEREAS*, Mr. Robinson has supported the Board of Regents by his 100 percent attendance record, his willingness to discuss issues openly, his eagerness to support Board initiatives, his ability to lead by example, and his long-term vision for the Kentucky Community and Technical College System and the welfare of its constituents; and
- W** *HEREAS*, Mr. Robinson has demonstrated his dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and
- W** *HEREAS*, the Kentucky Community and Technical College System Board of Regents wishes to express its regret as Mr. Robinson leaves the Board but looks forward to his continued friendship and support of KCTCS;
- N** *OW, THEREFORE, BE IT RESOLVED* that the Kentucky Community and Technical College System Board of Regents hereby commends Brandon W. Robinson for his energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Mr. Robinson in his future endeavors.

ADOPTED this fourteenth day of May 2004.

ATTEST:

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
Secretary, Board of Regents

\_\_\_\_\_  
President



## Resolution Honoring *HENRY L. JACKSON*

**W** ***HEREAS***, Henry L. Jackson has served as a member of the Kentucky Community and Technical College System's Board of Regents from June 6, 2001, to the present; and

**W** ***HEREAS***, Mr. Jackson has demonstrated his willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and

**W** ***HEREAS***, Mr. Jackson through his membership on the Finance, Technology, and Human Resources Committee has provided leadership in setting policy and creating and maintaining the highest level of public accountability, bringing a unique perspective to the meetings and earning respect for his ability to focus on the underlying issues being discussed and to offer viable solutions; and

**W** ***HEREAS***, the Kentucky Community and Technical College System Board of Regents wishes to express its sense of loss as Mr. Jackson leaves the Board and its heartfelt appreciation for his contributions;

**N** ***OW, THEREFORE, BE IT RESOLVED*** that the Board of Regents of the Kentucky Community and Technical College System hereby commends Mr. Jackson for his talents and time spent on behalf of the citizens of this Commonwealth and wishes him continued success.

ADOPTED this fourteenth day of May 2004.

ATTEST:

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Chair, Board of Regents

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Secretary, Board of Regents

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President



## Resolution Honoring **PAMALA J. DALLAS**

- W** **HEREAS**, the *Kentucky Postsecondary Education Improvement Act of 1997 (The Act)* creates the Kentucky Community and Technical College System as Kentucky's ninth institution of postsecondary education; establishes the KCTCS Board of Regents as the System's governing board; and determines that the KCTCS Board membership be composed of fourteen members, including six ~~eight~~ gubernatorial appointees; and
- W** **HEREAS**, Pamala J. Dallas was appointed as a member of the Kentucky Community and Technical College System's Board of Regents for a term beginning June 6, 2001, and ending July 21, 2004; and
- W** **HEREAS**, Ms. Dallas played an important role in KCTCS Board endeavors to create a comprehensive community and technical college system recognized as the nation's best; and
- W** **HEREAS**, Ms. Dallas served the KCTCS Board with such honor and distinction that she was appointed vice chair of the Academic Affairs and Curriculum Committee; and
- W** **HEREAS**, Ms. Dallas provided leadership through the Academic Affairs and Curriculum Committee in advising the KCTCS Board on policy related to educational and training programs; student services; and the development of new degree, diploma, and certificate programs; and
- W** **HEREAS**, Ms. Dallas demonstrated her dedication, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and
- W** **HEREAS**, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation for her contributions to the Board;
- N** **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Ms. Dallas for her contributions to the System; thanks her for her dedication, leadership, and time spent supporting and developing the Kentucky Community and Technical College System; and extends its best wishes for continued success to Ms. Dallas, looking forward to her continued friendship and support of KCTCS.

SO RESOLVED this fourteenth day of May 2004.

ATTEST:

\_\_\_\_\_  
Secretary, Board of Regents

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
President



## R esolution in M emory of *Bryan Leigh Armstrong* 1958-2004

- W** *HEREAS*, Bryan Leigh Armstrong served as the founding System Director of Public Relations for the Kentucky Community and Technical College System since its creation in July 1997; and
- W** *HEREAS*, Bryan Leigh Armstrong established relationships with local, state, and national news media, having worked as communications director for the Kentucky Cabinet for Workforce Development and as a reporter and editor for *The Kansas City Star* and *The Kentucky Post*; and
- W** *HEREAS*, Bryan Leigh Armstrong practiced and modeled the principles of effective internal and external marketing and public relations that resulted in national recognition for Kentucky's newly created system of two-year colleges, including awards from the Council for the Advancement and Support of Education, the Public Relations Society of America, the National Admissions Marketing Report, and the Kentucky Association of Government Communicators; and
- W** *HEREAS*, Bryan Leigh Armstrong led the development and implementation of the *Changing Lives* marketing campaign and launched the first Kentucky Community and Technical College System website; and
- W** *HEREAS*, Bryan Leigh Armstrong led a statewide public relations team in creating the System's logo and seal as well as an integrated package of publications, presentations, and style guides that promoted the ground-breaking achievements of the Kentucky Community and Technical College System and its colleges; and
- W** *HEREAS*, Bryan Leigh Armstrong demonstrated a commitment to excellence through his diligence, dedication, leadership, and service to the Kentucky Community and Technical College System, its Board of Regents, and the entire postsecondary education community in Kentucky; and
- W** *HEREAS*, the Kentucky Community and Technical College System Board of Regents wishes to express its profound loss at the untimely death of Bryan Leigh Armstrong on March 25, 2004, and expresses heartfelt sympathy to his family, friends, and colleagues;
- N** **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Bryan Leigh Armstrong for his vision, energy, talents, devotion, commitment, and time spent in the creation and implementation of the Kentucky Community and Technical College System and records for all posterity that his good work will long be remembered.

ADOPTED this fourteenth day of May 2004.

ATTEST:

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
Secretary, Board of Regents

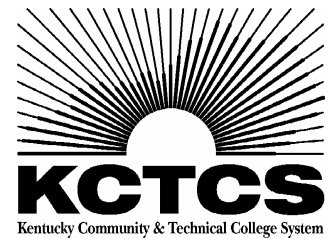
\_\_\_\_\_  
President





# President's Report

**Board of Regents Meeting**  
**May 14, 2004**



**Maysville Community and Technical College**  
**Maysville, Kentucky**

*The following information provides updates on the efforts to accomplish the **KCTCS GOALS** as outlined in the **Strategic Plan 2000-2005, July 2003 Edition**.*

## ***STUDENT ACCESS, SUCCESS, and SERVICES***

*KCTCS colleges will increase student access and promote student success through responsive, innovative student support programs and services.*

### **Enrollment Management (PACE) – Accountability**

As of April 29, 2004, the unofficial spring 2004 enrollment submitted to CPE is 62,370, a 3 percent increase over spring 2003. The official enrollment for spring 2003 was 60,546.

The number of secondary students enrolled at KCTCS continues to grow. For the spring 2004 term, 5,940 secondary students were enrolled (unofficial headcount) in dual credit and dual enrollment courses, an 8.9 percent increase over the corresponding spring 2003 enrollment of 5,454.

### **Online Spring Enrollments (PACE) - Accountability**

Preliminary spring 2004 enrollment for online courses offered systemwide and locally is over 10,300; online enrollments are up from 7,780 in fall 2003, for an increase of 32 percent. Web enhanced course enrollments (local, ITV, and KET) increased to 18,450 which is up from 9,501 in fall 2003, for a 94 percent increase.

### **Ready-to-Work (PACE) - External**

The Ready-to-Work (RTW) contract was expanded in February 2004 to include services to transition adult basic education students, who are working toward their GED or who are in need of pre-college remediation, into KCTCS institutions. As of April 29, the number of adult basic education students being served by this new initiative ("Work and Learn") is 341.

RTW received an additional 159 surplus computers from the KCTCS System Office donations. This brings the total contribution of KCTCS surplus computers to RTW students to 321.



### **Transfer Agreements (PACE) - External**

KCTCS has signed nine new transfer agreements; three of which are additions to the statewide 2+2 agreement originally signed in October 2003. These three agreements are with Murray State University (MuSU), transferring the KCTCS AAS in Education, Teacher Preparation option to MuSU's BS in Learning and Behavior Disorders and the AAS in Education Teacher Associate option to both MuSU's BS in Elementary Education and their BS in Learning and Behavior Disorders. Three of the agreements are with Sullivan University, promoting transfer of the KCTCS Culinary Arts to Sullivan's BS in Business Administration Hospitality Management Concentration; and three are with Kentucky State University (KSU), transferring credit earned toward the KCTCS AA, AS and AAS in Human Services to KSU's BA in Psychology.

### **Adult Education (PACE) – External**

In April 2004, the Council for the Advancement of Adult Literacy (CAAL) completed an analysis of the relationships and collaborations among KCTCS institutions and Kentucky Adult Education (KYAE) providers. This will be one of several CAAL research projects intended to increase the understanding of the role that community and technical colleges play in providing adult literacy services and to explore and recommend appropriate ways to improve that role. The Kentucky report will be available on the CAAL website ([www.caalusa.org](http://www.caalusa.org)).

### **KY Virtual Adult Education (KYVAE) (PACE) – External**

In the spring 2004 semester, there were 108 sections of developmental education classes at eight KCTCS colleges (Ashland, Bowling Green, Henderson, Hazard, Jefferson, Maysville, Owensboro, and Prestonsburg) co-enrolled with KY Adult Education to take advantage of the KYVAE's internet-based instructional software product (PLATO). These classes served 1,070 KCTCS developmental education students.

## ***PROGRAM QUALITY and EFFECTIVENESS***

*In response to community needs, KCTCS colleges will expand and develop innovative, high quality programs incorporating the best practices of teaching and learning.*

### **Project SAIL (Specialty Asynchronous Industry Learning (PACE) - External**

KCTCS has submitted three certificate programs in Historic Information Management from Southeast Community College to be included in the nationwide SAIL catalog of partnership opportunities. Project SAIL is also working with Central Kentucky Technical College, Danville Campus, and Kirkwood Community College in Iowa to expand the Wastewater Certificate program to support statewide Wastewater Treatment Plant operations. Project SAIL is a national network promoting access, exchange, and dissemination of specialized industry-driven programs anywhere and anytime for community and technical college students. The project partnership, funded by The League for Innovation with support from the Alfred P. Sloan Foundation, focuses on targeting specialty asynchronous industry-learning content, providing access to existing programs and degrees, and developing a model curriculum/content-exchange system.

### **Human Services Direct Provider Certificate (PACE) - External**

KCTCS received \$60,000 through Kentucky's Real Choice Mental Health/Mental Retardation Project to develop courses for online delivery for the Human Services Direct Provider Certificate. The certificate is expected to be offered through KYVU beginning spring 2005, providing statewide opportunity for Department of Mental Health/Mental Retardation employees to advance their education and training.

### **European Union-Fund for the Improvement of Postsecondary Instruction (EU-FIPSE) Grant (PACE) - External**

KCTCS has been invited to participate in the EU/US Cooperation Program in Higher Education and Vocational Education and Training funded by EU-FIPSE. The goal of this project is to offer students the opportunity to earn a certificate in International Business. The project will enable students to interact with peers and participate in an exchange program with Milton Keynes College, England, throughout the program of study.

## ***PROFESSIONAL and ORGANIZATIONAL DEVELOPMENT***

*KCTCS colleges will invest in the development of faculty and staff and will support dynamic, unified, healthy, and rewarding campus environments.*

### **The 2006-2010 KCTCS Strategic Plan (PACE) - Planning**

The 2006 – 2010 KCTCS Strategic Plan development process began in spring of 2003 and includes the following activities to date:

- An environmental scan of the System was conducted in spring 2003.
- A list of issues was compiled from the environmental scan and presented to the President's Leadership Team (PLT) during its retreat in May 2003.
- The PLT placed issues in one of the following five categories: Economics/Environment, Education, Politics, Social/Demographics, and Technology. The PLT members were asked to submit names from their respective colleges for membership on the five Strategic Planning Teams (SPTs).
- Since September 2003, the five SPTs have met to consider and update the lists of issues and to develop proposed five-year goal statements and proposed two-year priority statements.
- College boards of directors and the KCTCS Board of Regents provided input on the lists of issues during a joint work session in February 2004. An online survey to elicit input from faculty, staff, and students was conducted from mid-March to mid-April.
- The SPTs have completed meetings to refine the proposed goal statements for the 2006 – 2010 KCTCS Strategic Plan.
- The PLT will consider the proposed 2006 – 2010 KCTCS Strategic Plan Goals during its retreat in May 2004. Proposed priorities will be considered at subsequent PLT meetings.

Work on the 2006 – 2010 KCTCS Strategic Plan development process will facilitate the 2006 – 2008 Biennial Budget process which begins September 2004.

### **West Kentucky Community and Technical College Presentation to the Committee on Equal Opportunities (PACE) – Accountability**

CPE's Committee on Equal Opportunity (CEO) requested that West Kentucky Community and Technical College representatives address their April 20, 2004, committee meeting regarding the college's successful performance on *The Kentucky Plan* objectives for several years. The CEO has initiated showcasing best practices in order for other postsecondary education institutions to learn more about successful programs and strategies.

### **Diversity Programs (PACE) - Accountability**

The Diversity Workgroup was established to advise President McCall on issues concerning diversity in KCTCS, including assessment of campus climate and development of recommended actions on incentives to promote and enhance diversity. This 14-member workgroup convenes regularly to discuss various initiatives, review KCTCS policies and practices pertaining to diversity throughout the System, and to develop recommendations to President McCall.

Diversity program staff continue to provide support to college diversity programs, including compliance with *The Kentucky Plan*, Affirmative Action, heritage month activities, the Governor's Minority Student College Preparation Program (GMS CPP), and disability service programs.

### **New Horizons Professional and Organizational Development Conference**

*The Third Annual New Horizons Professional and Organizational Development Conference*, May 16-19, 2004, (funded for staff for the first time) is the largest yet, with over 500 KCTCS faculty and staff registered to attend. The conference begins with a New Horizons Orientation for over 140 new faculty and staff. Also for the first time, the conference includes 12 special interest and discipline-specific pre-conference sessions and student sessions featuring the Madisonville Community College Student Research program and the Gateway Massage Therapy program. The conference features the Second Annual Awards of Excellence ceremony and banquet for systemwide recipients and showcases 56 presentations by 142 KCTCS faculty and staff.

### **Strategies for Teaching Excellence and Professionalism (STEP)**

The pilot presentation of New Faculty Seminar, the first tier of the STEP program, was conducted at Henderson Community College in April 2004. With this tier open, the STEP faculty development initiative is complete and ready to serve KCTCS faculty with varying levels of expertise and experience. The New Teacher Seminar replaces the Workforce Development program, New Teacher Institute (NTI), and provides new KCTCS faculty in-house training in the basics of postsecondary education. It is scheduled for official implementation October 7-9, 2004.

### **New Horizon's President's Leadership Seminar (PLS)**

The 2003-04 PLS class conducted its spring retreat March 18-19, 2004, in Lexington. At the meeting, participants selected a faculty winner and a staff winner for the 2004 New Horizon Awards of Excellence and participated in a strategic planning exercise, contributing to the *2006-2010 KCTCS Strategic Plan*.

Planning for the 2004-05 seminar is underway with approximately 70 systemwide applications processed and forwarded to the selection committee for review.

### **Compensation and Classification Plan-Update (PACE) - Accountability**

The focus of the Classification and Compensation Plan has shifted to maintenance activities and working with colleges to ensure the plan is responsive to employment needs utilizing the guiding principles. Market trends are being monitored to determine the amount of structure adjustment needed to maintain a competitive position within available resources. The transition of Lexington Community College to KCTCS also requires the review of more than 100 existing staff job analysis questionnaires, in order to ensure that these positions are placed in the appropriate KCTCS titles.

### **Performance Evaluation Workgroup (PACE) - Accountability**

The KCTCS Performance Planning and Evaluation (PPE) Workgroup, composed of one representative (faculty or staff) from each college district, has completed its assignment of assessing the effectiveness of the current KCTCS Performance Planning and Evaluation process. Recommendations from the workgroup were presented to the KCTCS President's Leadership Team in April 2004 and will be implemented for the 2004-05 fiscal year. Recommendations included the addition of the KCTCS vision, values, and mission statement to the KCTCS Performance Planning and Evaluation form to promote increased awareness by all employees and to facilitate a tie with individual performance goals in the evaluation; training for supervisors and employees; and utilization of five rating categories system-wide in the performance planning and evaluation process.

### **Benefits Workgroup (PACE) - Planning**

This workgroup has presented recommendations to the Human Resources Peer Team regarding KCTCS benefits enhancements. As a result, Requests for Proposals (RFPs) will be issued for: Flexible Spending Account (FSA) Administration, Life Insurance /Accidental Death & Dismemberment Benefits, Long Term Disability Benefits, Voluntary Benefits, and an Employee Assistance program for possible implementation on January 1, 2005. Besides pricing, an emphasis will be put on service issues as well as value-added products. The process will be ongoing this spring 2004 in consideration of KCTCS open enrollment in September/October.

## ***COMMUNITY/ECONOMIC DEVELOPMENT and PARTNERSHIPS***

*KCTCS colleges will strengthen the economic development of our communities and state by expanding educational opportunities, improving outreach services, and creating new partnerships.*

### **KCTCS Business to Business Workforce Conference (PACE) - External**

KCTCS held its first statewide workforce conference, ***Business to Business: Increasing Productivity through a Skilled Workforce***, on April 22, 2004, at the Louisville International Convention Center. The 277 attendees were welcomed to Louisville by Mayor Jerry Abramson. Keynote speakers included President McCall; Mr. Lyle Hanna, Society for Human Resource Management Council; Secretary Virginia Fox, Kentucky Education Cabinet; and Dr. Dan Ash, Mayor's Liaison for Education and Workforce Development, Louisville Metro Government.

The focus of the conference was to provide companies an opportunity to network and share their success stories as they strive to build a 21<sup>st</sup> century workforce. Twenty-three companies made presentations, including such topics as Lean Manufacturing, How to Grow Your Own Workforce, Work and Learn, Technical Training, Company College, Kentucky Employability Certificate, and Kentucky Manufacturing Skill Standards.

#### **Grant For IT Programs In Vietnam (PACE) - External**

The Kien Giang Community College Partnerships Program, submitted by KCTCS, was selected for funding. The US Agency for International Development (USAID) funding is provided to the Association Liaison Office for University Cooperation in Development (ALO) through the American Council on Education (ACE). KCTCS will join four other U.S. educational institutions to provide training and curriculum development for the establishment of a quality Information Technology workforce training program at Kien Giang Community College. Funding for the project includes a \$95,000 grant from ALO and a cost share from the participating US institutions.

#### **Woodford County Business Symposium (PACE) - External**

On April 15, 2004, President McCall was a special guest at this networking meeting and participated in a round-robin discussion focusing on the community's business needs and the role of the Woodford County Chamber of Commerce, government, and educational systems in meeting those needs.

#### **Ford Foundation Community College Bridges to Opportunity Initiative (PACE) - External**

The college-level implementation of the Ford Bridges Initiative moved forward with a May 14, 2004, technical assistance workshop for college Career Pathway Teams on the development of a healthcare career pathway presented by Dr. Charlene Connolly, provost of Medical Campus of Northern Virginia Community College. Fifteen career pathway proposals from the 16 KCTCS districts have been submitted. Approximately 10-12 districts are considering healthcare career pathways with two districts looking at manufacturing pathways, one in construction trades and one in childcare careers.

#### **Kentucky Manufacturing Skill Standards Online Initiative (PACE) - External**

Through a Letter of Agreement with the Education Cabinet, Department for Training and ReEmployment, KCTCS has received funding of \$63,000 to coordinate the development and offering of the Kentucky Manufacturing Skill Standards (KMSS) for online delivery, fall 2004. The project will increase educational and job opportunities for adult learners and will strengthen collaborative efforts between KCTCS, KYVU, and business and industry.

#### **CISCO Remote Lab Funding (PACE) - External**

KCTCS and Jefferson Community College have been approved for the KYVU revolving loan fund to expand the Certified Cisco Network Administrator (CCNA) program into a distance-learning program. The \$17,000 award will be used to purchase equipment for a remote access laboratory that supports the Cisco online curriculum.

### **Kentucky Employability Certificate (PACE) - External**

In March 2004, Governor Ernie Fletcher endorsed the Kentucky Employability Certificate (KEC). Since that time, 211 certificates have been issued. The KEC is based on the ACT WorkKeys and assesses an individual's skill level for Applied Mathematics, Reading for Information, and Locating Information.

### **Kentucky Association of Colleges of Teacher Education Presentation (PACE) - External**

KCTCS and Morehead State University representatives co-presented the KY 2+2 Education Partnership during the April 15-16, 2004, Spring Conference of the Kentucky Association of Colleges of Teacher Education.

### **Commission on Accreditation of Allied Health Education Programs (PACE) - External**

KCTCS is currently represented on the Board of Directors for the American Association for Respiratory Care (AARC) and received an appointment by the AARC President to serve as the Alternate Commissioner to Commission on Accreditation of Allied Health Education Programs (CAAHEP), the largest programmatic/specialized accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits more than 2,000 educational programs in 21 health science occupations across the United States and Canada.

### **Kentucky Information Technology Center (KITCenter) (PACE) - External**

KCTCS presented workshops in Information Technology as part of the Kentucky Information Technology Center (KITCenter) in Madisonville. The workshops included both one day and multiple day formats. One of the workshops (Microsoft Windows 2003) was also presented for the KCTCS Microsoft Regional IT Center.

The KITCenter National Visiting Committee met in Lexington March 30–April 2, 2004, and the National Science Foundation (NSF) evaluated the fiscal system of KCTCS in conjunction with three funded grant projects. The KCTCS projects received excellent reviews from the committee.

Also, the KITCenter made a number of major presentations this spring including a session at the American Association of Community Colleges on geospatial information technology. The NSF funded “KTeam” project (preparing students for science, math, and engineering) was presented at a national workforce development conference in Williamsburg, Virginia, and at the KnowledgeWorks conference in Columbus, Ohio.

## ***RESOURCE DEVELOPMENT***

*KCTCS will seek additional fiscal, physical, and information technology resources and will use all resources effectively and efficiently to serve students.*

### **The Federalist Group (PACE) – Campaign & External**

On March 3, 2004, President McCall visited the offices of Kentucky's congressional delegation in Washington, DC, to seek federal appropriation support for the KCTCS Center of Excellence in

Automotive Manufacturing and a number of college-specific projects. Joining President McCall on these visits were Mr. Tom Zawacki, General Manager-Administration for Toyota Motor Manufacturing, Kentucky and chair of the KCTCS Foundation, Inc.; Tim Burcham, KCTCS Vice President; and Mr. Chris Lamond, The Federalist Group, the Washington-based government services firm retained by KCTCS to seek federal appropriations.

### **Major Gifts Campaign Update (PACE) - Campaign**

The KCTCS Office of Institutional Advancement continues to implement its Plan of Campaign for system-level, statewide initiatives. Mr. John P. Morgridge, Chairman of the Board, Cisco Systems, Inc. in San Jose, California has agreed to serve as the national honorary campaign chair. Plans are being implemented to enlist a campaign chair/co-chairs for the statewide System Office Campaign. The System Office is focusing on a targeted campaign for the new Versailles campus. Leadership awareness sessions are planned to increase awareness, cultivate friendships, determine needs of the prospects, and to obtain advice that will assist the external phase of the major gifts campaign.

Ashland, Bowling Green, Central, Henderson, Hopkinsville, Madisonville and Owensboro have completed their employee campaign divisions. Bowling Green, Central, Madisonville, and Owensboro board divisions have concluded with 100 percent participation. Ashland, Henderson, and Hopkinsville board divisions are in progress. Internal campaigns (employee and board divisions) are currently being implemented at Big Sandy, Jefferson, Maysville, Somerset, and Southeast. College CEOs are conducting executive awareness sessions as appropriate. Leadership awareness sessions are continuing in Bowling Green, Hopkinsville, Madisonville, and Owensboro as these colleges move forward with their external campaigns.

Meridian Communications has produced printed campaign materials and videos for the System Office, Bowling Green, Henderson, Hopkinsville, Madisonville, Owensboro, and Southeast.

West Kentucky Community and Technical College is planning their family campaign. Hazard's Feasibility Study has been completed, and results will be presented in June. Elizabethtown and Gateway Feasibility Studies are scheduled for fall 2004. All KCTCS colleges should be in campaign by spring 2005.

### **Information Technology Update - (PACE) - Accountability**

Student self-service features have been implemented for all KCTCS colleges after a successful pilot project at Owensboro Community and Technical College. Based on the experience at Owensboro, on-line access to schedules, billing, payment history, grades, open classes, course descriptions, and anticipated financial aid have been made available to students at all colleges. In addition, on-line payment of tuition by credit card is being tested and will be introduced in late spring 2004. A pilot project for Web-based self-service registration is in progress at Owensboro Community and Technical College for summer term 2004 and fall term 2004 registrations and add/drop. Upon successful completion of the pilot project, Web-based registration will be used for all colleges in fall 2004.



Lexington Community College is now being added to the administrative and student applications and will be operational in the Financial and Human Resource applications as of July 1, 2004. The Student and Contributor Relations applications will be converted by the end of the 2004-05 academic year.

The Web-based Financials modules of the PeopleSoft Enterprise software, version 8.8, are scheduled for implementation starting in August 2004. Because this version is a complete rewrite of the previous version in accordance with the GASB standards for higher education accounting, professional consulting will be used in the setup and implementation of the new software.

The Kentucky Postsecondary Education Network (KPEN) implementation is now underway and will be finished in mid-June 2004.

Voice Over Internet Protocol (VOIP) telephone systems have been implemented at 12 KCTCS colleges. Implementation is underway at the Maysville Community and Technical College and the Jefferson district. Southeast Community College, Henderson Community College, and the Bluegrass district will be finished early in the 2004-05 fiscal year.

#### **Harold Rogers Student Commons Dedication - Somerset Community College**

On Friday May 7, 2004, President McCall and Dr. Jo Marshall, Somerset Community College president, were joined by Congressman Hal Rogers and other community representatives for the dedication of the Student Commons building in honor of Congressman Rogers. The 54,500 square foot, three level facility will house numerous student services including Admissions, Counseling, Financial Aid, bookstore, grill/cafeteria, a wellness center, a community room, a student lounge and student organization offices. Additionally, the program offerings of Physical Therapy, Radiography, Surgical Technology, and Criminal Justice will be located in the Commons.

#### **Versailles Project Update**

Work is progressing toward moving the System Office to Versailles. Recent and upcoming developments that are advancing the project toward expected occupancy by September include:

- Color schemes, floor plan layouts, carpeting and furniture have been all been approved for the new facilities. Color boards and floor plan layouts will soon be put on display in the lobbies of the Administration, Barn, Council and Newtown offices.
- The Versailles Design Committee is developing a campus culture document to assist with the transition to an open office climate.
- A Woodford Sun reporter recently toured the facility and wrote an article focusing on the arrival of KCTCS to the area.
- In order to facilitate future training opportunities, the possibility of building a walkway/bridge connecting the KCTCS facility to the Woodford County High School is being discussed.
- The City of Versailles is negotiating two new access points for the facility – an entrance road off of Route 60 bypass, leading directly to the KCTCS property parking lot, and an extension of Boston Avenue, which currently dead ends at the KCTCS property line.

# **UNIFIED SYSTEM of COLLEGES and PUBLIC RECOGNITION**

*KCTCS will be a unified system of comprehensive community and technical colleges, recognized as a state and national leader in postsecondary education.*

## **American Association of Community Colleges (AACC) – Chair Elect (PACE) - External**

President McCall was elected to serve as the AACC board chair at the April 23-27, 2004, annual conference in Minneapolis. He will serve as Chair Elect during 2004-05, Chair during 2005-06, and Past Chair during 2006-07, with each position having different responsibilities. President McCall has been serving on the AACC Board and Executive Committee since he was elected to a three-year term in 2002-03. He served as the chair of the Audit and Finance Committee in 2003-04. In 2004-05, President McCall will also serve as the chair of the National Council of State Directors of Community Colleges (NCSDECC), an organization fully affiliated with the AACC.

Also at the April meeting in Minneapolis, **President George W. Bush** addressed the AACC regarding the important role community and technical colleges play in the nation's economy.

President McCall also presented "The Cyclic Workforce: Report from the Futures Policy Commission," a program which focused on the critical issues colleges are facing in today's workforce and alternative solutions to address them including creative ways to find alternative funding, develop flexible scheduling, and addressing diversity and the changing student population needs. KCTCS was also part of a presentation entitled, "Stakeholder Engagement: Keeping the Open Door from Closing," which explored the lessons Kentucky and three other states (Louisiana, Ohio and Colorado) have learned as part of the Ford Foundation Community College Bridges to Opportunity Project, and how stakeholder engagement lead to improved public policies and increased support for education opportunities.

## **Accreditation Update (PACE) - Accountability**

Three KCTCS colleges (Central Kentucky Technical College, Elizabethtown Community and Technical College, and Jefferson Technical College) as well as members of the Kentucky Fire Commission and KCTCS staff participated in an AAS Fire/Rescue Science accreditation visit on March 9-12, 2004, by the International Fire Service Accreditation Congress (IFSAC) in regard to program accreditation. On April 24, 2004, the IFSAC Board of Governors voted to accredit the program statewide and noted that it should be considered a model throughout the United States.

Maysville Community and Technical College hosted a visiting team of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) on March 29-31, 2004, in regard to consolidation.

Bowling Green Technical College hosted a visiting team of the Council on Occupational Education (COE) on April 19-24, 2004. The college received no recommendations.

### **Lexington Community College (LCC) Update**

On April 2, 2004, Governor Ernie Fletcher signed a joint resolution (HJR 214) of the Kentucky General Assembly, transferring governance of LCC from the University of Kentucky (UK) to KCTCS. Because the resolution had an emergency clause, its provisions became effective when the legislation was signed by the governor. Actual management and operational responsibility will transfer to KCTCS on or before July 1, 2004.

The joint resolution calls for the establishment of a transition team, including representatives from KCTCS, LCC and UK, to guide the smooth transfer of administration and governance responsibilities. From KCTCS, Vice President Ken Walker is chair of the transition team, and includes Chancellor Keith Bird and General Counsel Beverly Haverstock. Representing UK is Provost Michael Neitzel, Vice President Richard Siemer, and General Counsel Barbara Jones. LCC's members are President Jim Kerley, Dean Sandy Carey, and Associate Dean Tri Roberts.

An information website is being developed that will answer questions concerning the transition of LCC from UK to KCTCS. The site will include information for faculty, staff and students.

### **Montana Officials Visit KCTCS as a National Model (PACE) - External**

Representatives from the Governor of Montana's office and the Montana state legislature visited KCTCS on February 27, 2004, to learn more about the legislation and strategies KCTCS has successfully implemented to create a comprehensive community and technical college system. (Attachment)

### **National Marketing and Public Relations Conference (NCMPR) (PACE) - External**

KCTCS and Gateway Community and Technical College will serve as hosts of the National Council for Marketing and Public Relations District 2 Conference to be held October 3-6, 2004, in Covington at the Marriot RiverCenter. Some 125 marketing and public relations professionals from 12 states are expected to participate in presentations and an annual Medallion Awards Banquet honoring the colleges for exemplary marketing materials. The theme of this year's conference in Kentucky is "Where Great Ideas Flow."

NCMPR is the only organization of its kind that exclusively represents marketing and PR professionals at community, technical, and junior colleges. As one of the fastest-growing affiliates of the American Association of Community Colleges, NCMPR has more than 1,550 members from more than 600 colleges across the United States, Canada, and Bahamas.

### **Media Coverage (PACE) - External**

KCTCS programs and personnel have received state and national coverage in the recent weeks. Publications include *Community College Times*, *Community College Week*, *Cincinnati Business Courier*, *Lane Report*, *Louisville Courier-Journal*, and *The Lexington Herald-Leader*. Among the stories published were:

- 2003-04 State Budget Cuts
- The KCTCS Homeland Security Program
- KCTCS Hazardous Material Training
- KCTCS Auto-Workforce Collaborative
- Major Gifts Campaign
- National Recognition of KCTCS Staff
- The Transfer of Lexington Community College to KCTCS
- College Tuition Hearings

## ***OTHER HIGHLIGHTS:***

### **Council on Postsecondary Education (CPE) Update (*PACE*) – Planning Accountability, Campaign, & External**

At the March 15, 2004, meeting, the CPE agenda included the following items of interest to KCTCS:

- **2004-06 Budget Update/FY 2004 Budget Reductions** – The CPE received an update on the comparison of the House of Representatives version of the biennial budget to the Governor's recommendations and the impact on CPE and the higher education institutions.
- **Transfer of Lexington Community College to KCTCS** – The CPE took action to endorse the recommendation of the University of Kentucky Board of Trustees to transfer LCC to KCTCS to be approved by the General Assembly.
- **American Diploma Project Update** – The CPE was provided a report on this project to establish benchmarks, work samples, and policy recommendations in order to clearly define competencies for the benefit of high school students, teachers, parents, and guidance counselors to ensure students are prepared to go to college.
- **Committee on Equal Opportunity Report** – The CPE was provided the annual report on the *Kentucky Plan and Partnership Agreement*. KCTCS colleges that are consolidated are now recognized by CPE as one institution for 2004 degree program eligibility.
- **2002-03 Trust Fund Reports** – CPE was provided a status report on the Workforce Development Trust Fund (KY WINS), Technology Trust Fund, and the other trust funds they administer for postsecondary education.

### **KCTCS Performance Indicators Update (*PACE*) – Accountability**

As of May 2004, the following indicators have been revised:

- **Retention** – This indicator has been revised to report the CPE actual retention rate and the KCTCS revised retention rate which includes out-of-state transfers.
- **Transfers** – This indicator has been revised to show the actual number of transfers to public and private postsecondary institutions in Kentucky and the number of KCTCS transfers which includes the number of out-of-state transfer students.

This report also includes new and/or updated information on the **Economic and Cultural Impact Indicators** of credit & non-credit workforce training, adult basic education, and employer satisfaction with graduates as reported in the TEDS (Perkins Fund) database and the CPE Kentucky Adult Education data. (**Attachment**)

OFFICE OF THE GOVERNOR

STATE OF MONTANA

JUDY MARTZ  
GOVERNOR



STATE CAPITOL  
PO Box 200801  
HELENA, MONTANA 59620-0801

March 3, 2004

Dr. Michael McCall  
President, KCTCS  
2624 Research Park Drive  
P.O. Box 14092  
Lexington, KY 40512-4092

RECEIVED

MAR 8 - 2004

KCTCS  
OFFICE OF THE PRESIDENT

Dear Dr. McCall,

Thank you for taking so much time to discuss the history and legislative strategy leading to the reorganization of the Kentucky two-year education system. All of us from the Montana "delegation" came away from that discussion with some very good ideas about how to approach our own issues here.

I would also like to remind you that, despite the alligators nipping at your heels with a budget-cutting legislative session at hand, there are people like us around the country who still hold up your efforts as a great model for higher education reform. You and your staff have obviously done a tremendous job.

If I can ever do anything to assist you please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Dave Gibson".

Dave Gibson  
Chief Business Officer  
Governor's Office

## KCTCS Performance Indicators (5/14/2004)

Note that all student data is based on the official datasets, i.e., reported to the CPE from the central PeopleSoft database, unless footnoted otherwise. Some statistics have changed from the prior presentation as the definition is refined to more closely approach the spirit of the indicator and as the data selection techniques are improved.

Items added since February 2004 Board of Regents meeting are in gray.

## Enrollment Growth

Headcount		<u>Fall 2000</u>	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Target Fall 2003</u>	<u>Fall 2003</u>
	Total Students	52,201	63,120	67,812	69,982	72,023
					3.2%	6.2% Exceeded Target

FTE		<u>Fall 2000</u>	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Target Fall 2003</u>	<u>Fall 2003</u>
	Full-time Equivalent Students	30,059.0	33,459.0	36,148.0	37,411.0	37,610.0
					3.5%	4.0% Exceeded Target

Former GED Student Enrollment		<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
	GED-credentialed Student	5,576	3,515	3,248

Former adult basic education student		Not available <sup>1</sup>		
---	--	----------------------------	--	--

Affordability		<u>2002-2003</u>	<u>Target 2003-2004</u>	<u>2003-2004</u>
		2.94%	= 4.00%	3.70% Achieved

Early Leavers with Marketable Skills <sup>2</sup>		<u>2001-2002</u>	<u>2002-2003</u>
		279	144

## Diversity

### Student headcount percentage by ethnic category

		<u>Fall 2000</u>	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Fall 2003</u>
KCTCS (Overall)					
	American Indian	0.50%	0.36%	0.31%	0.27%
	Asian	0.87%	0.68%	0.59%	0.61%
	Black	8.44%	7.69%	7.17%	6.65%
	Hispanic	1.02%	0.88%	0.88%	0.89%
	Non-Resident Alien	0.00%	0.00%	0.14%	0.02%
	Unknown	5.93%	6.30%	11.19%	15.08%
	White	83.23%	84.08%	79.72%	76.48%
	Totals	100.00%	100.00%	100.00%	100.00%

### Employee headcount percentage by ethnic category

		<u>Winter 2001/2002</u>	<u>Winter 2002/2003</u>	<u>Winter 2003/2004</u>
KCTCS (Overall)				
	American Indian	0.09%	0.12%	0.13%
	Asian	0.61%	0.79%	0.74%
	Black	5.18%	4.85%	5.05%
	Hispanic	0.20%	0.40%	0.44%
	Unknown	0.02%	0.00%	0.03%
	White	93.90%	93.83%	93.61%
	Totals	100.00%	100.00%	100.00%

## Educational Effectiveness

### Retention

CPE Key Indicator (3A) plus out-of-state transfers <sup>3</sup>	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Target Fall 2003</u>	<u>Fall 2003</u>
CPE Key Indicator (3A)	52.4%	55.4%	54.8%	55.2%

### Graduation

KCTCS (Overall)	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>Target 2003-2004</u>
- Certificates	1,839	3,708	3,929	4,130
- Diplomas	1,609	1,608	1,705	1,788
- Associate Degrees	3,322	3,706	4,229	4,441
<b>Total Credentials Awarded</b>	<b>6,770</b>	<b>9,022</b>	<b>9,863</b>	<b>10,359</b>

### Transfers

Transfers – outside Kentucky <sup>3</sup>	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Target Fall 2003</u>	<u>Fall 2003</u>
CPE Key Indicator (3B)	2,145	2,219	2,530	2,242

### Pass Rates

Pass rates of KCTCS students taking national licensure exam

	<u>2002-2003</u>	<u>National (2002-2003)</u>
<b>Registered Nurse (Overall)</b>	<b>96.0%</b>	<b>81.6%</b>
<b>Practical Nurse (Overall)</b>	<b>91.7%</b>	<b>86.5%</b>
<b>Radiography (Overall)</b>	<b>82.0%</b>	<b>(not available)</b>
<b>Respiratory Care (Overall)</b>	<b>77.6%</b>	<b>(not available)</b>
<b>Physical Therapist Assistant (Overall)</b>	<b>73.3%</b>	<b>76.3%</b>

### Exit Survey

Exit survey for all students receiving credentials

KCTCS (Overall)	<u>Fall 2001</u>	<u>Fall 2002</u>	<u>Target Fall 2003</u>	<u>Fall 2003</u>
Overall instruction – Satisfied to Very Satisfied	91.1%	90.9%	98.00%	Late Spring 2004
Transferring to another institution – Yes	37.7%	33.4%	65.00%	Late Spring 2004
Recommendation to another – Yes	73.9%	84.3%	90.00%	Late Spring 2004



Professional Development Programs

Professional Development Programs      Percent of operating expenses budget spent on professional and organizational development activities

<u>2002-2003</u>	<u>Target 2003-2004</u>
3.60%	4.00%

## Economic and Cultural Impact

Credit & Non-Credit Workforce Training	Headcount in credit and non-credit workforce training, including Fire/Rescue and company-sponsored programs			
	KCTCS	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
	Fire/Rescue Training (Non-Credit)- Attendance	75,662	68,883	78,783
	Fire/Rescue Training (Credit) - Headcount	531	8,180	8,408
	Workforce Training (Non-Credit+Credit)	46,251		
	Workforce Training (Non-Credit) - Attendance		29,989	29,646
	Workforce Training (Credit) - Headcount		14,347	11,516
Assessments	Employment assessments	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
	Employment Assessments	44,672	36,192	61,486
Adult Basic Education	Adult basic education (non-credit) classes			
		<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
	Adult Basic Education (Overall) <sup>4</sup>	9,051	13,495	17,740
	GED (Corrections)			
	- GED Course Headcount <sup>5</sup>			804
	- GEDs awarded <sup>6</sup>			378
Community Education	Community education (non-credit) classes	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>
	Community Education - Attendance (Overall)	23,035	25,106	32,348
Employer Satisfaction	Employer satisfaction with training services	First data to be collected 7/1/2004		
Employer Satisfaction	Employer satisfaction with graduates			
	Employer satisfaction (4-Good, 5-Very Good) <sup>2</sup>		<u>2001-2002</u>	<u>2002-2003</u>
			4.35	4.40
Cultural Events	Attendance at cultural events			<u>2002-2003</u>
	Attendance			Not Available <sup>7</sup>

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## Fiscal Management Effectiveness

External Audit	External audit report	<u>2000-2001</u> Clean	<u>2001-2002</u> Clean	<u>2002-2003</u> Clean		
Funding	Funding sources: General Fund		<u>2001-2002</u> \$181,445,800	<u>2002-2003</u> \$185,313,100	<u>Target 2003-2004</u> \$189,097,700 2.04%	<u>2003-2004</u> \$184,493,000 (revised) Budget Reduction - January 5, 2004
Grants & Contracts	Grants and Contracts		<u>2001-2002</u> \$40,004,860	<u>2002-2003</u> \$43,396,829	<u>Target 2003-2004</u> \$45,566,670 5.0%	
Advancement	Advancement: external and gift funding		<u>2001-2002</u> \$7,938,145	<u>2002-2003</u> \$6,166,635	<u>Target 2003-2004</u> \$6,474,967 5.0%	
Per Student Funding	Per student funding		<u>2001-2002</u> \$7,384	<u>2002-2003</u> \$7,343	<u>Target 2003-2004</u> \$7,673 4.49%	<u>2003-2004</u> \$7,390 (revised) Budget Reductions - January 5 and January 20, 2004 0.06%

## Institutional Profile

Consolidation	Consolidation status	<u>2001-2002</u>	<u>2002-2003</u>	<u>Target 2003-2004</u>	<u>2003-2004</u>
		3	2	5	3 Completed 2 Awaiting Dec. 2004 SACS meeting
Media Articles	Media articles appearing in regional or national publications	<u>2001-2002</u>	<u>2002-2003</u>		
	Articles	123	101		
Presentations	Presentations in national venues by KCTCS personnel		<u>2002-2003</u>		
	Presentations		122		

## Definitions of Statistics

### Enrollment Growth

- Headcount - - Fall enrollment as reported to CPE as "official".
- FTE - - Official Fall enrollment credit hours as reported to CPE divided by 16.
- Former GED Student
  - Enrollment - - Official annual unduplicated headcount based on credentials self-reported by prospective students on their applications for admission and reported to CPE.
- Former Adult Basic Education Student - - If the students could be identified, this would be the official annual unduplicated annual headcount as reported to CPE.
- Affordability - - Tuition as percent of Kentucky median family income. The target is less than or equal to 4.0% of the Kentucky median family income.
- Marketable Skills (ELMS) - Annual headcount of early leavers in technical programs assessed by faculty as having marketable skills as reported in the TEDS (Perkins Fund) database. The quality of the statistics from the individual colleges is currently highly variable, but will be standardized for 2004-2005.

### Diversity

- Student headcount percentage by ethnic category - - Official Fall enrollment.
- Employee headcount percentage by ethnic category - - Employees as reported to National Center for Educational Statistics (IPEDS) each winter based on a snapshot in early November.

### Educational Effectiveness

- Retention - - Headcount of prior Fall (and Summer) first-time freshmen who (1) returned the subsequent Fall or (2) earned a credential between the end of the prior Fall term and the start of the subsequent Fall term divided by headcount of all prior Fall (and Summer) first-time freshmen. The beginning cohort excludes those who die, become disabled, some military enlistees, and those enlisting in church missions and US foreign service. **Note that, unlike CPE statistic, transfers to institutions outside Kentucky are included, with one exception. Transfer headcount to Indiana University (a common destination) is unknown at this time, but expected to be available later this year and the retention rate**
- Graduation - - Official number of awards, i.e., possible duplicated headcount.
- Transfers - - Headcount of official Fall students who did not return the following Fall term, but enrolled that following Fall term in a non-KCTCS institution within or outside of Kentucky (based on National Student Clearinghouse data). This statistic does not include Murray State University and Indiana University (two common destinations), but these students are expected to be identified at a later date.
- Pass Rates - - Headcounts of students passing licensure exams divided by the headcounts of students sitting for those exams as reported to colleges by licensure exam administrators. These statistics may be limited to first-time takers or limited to a given graduation class.
- Exit Survey - - Percentage of respondents to selected items in the KCTCS Exit survey.

### Professional Development Programs

- Professional Development Programs - - Percent of operating expenses budget spent on professional and organizational development.

### Economic and Cultural Impact

- Credit & Non-credit Workforce Training - All credit headcounts are based on annual unduplicated enrollment data in RDM. Non-credit Fire/Rescue Training is based on paper records from the Fire Commission and is not associated with individual districts. Non-credit Workforce Training is based on local college databases; starting 2003-2004, this data will be included in the central database. All non-credit statistics are **duplicated** headcounts.

## Definitions of Statistics (cont'd)

- Assessments - - Annual **uplicated** headcount based on local college databases; starting 2003-2004, this data will be included in the central database.
- Adult Basic Education - - Annual **unduplicated** headcount based on the CPE/AE database updated by college staff. GED figures based on reports from GED staff. GED course headcount is a one-day sample.
- Community Education - - Annual **uplicated** headcount based on local college databases; starting 2003-2004, this data will be included in the central database.
- Employer Satisfaction with Training Services - - Proposed annual assessment will be based on surveys completed by company representative after the training service is rendered.
- Employer Satisfaction with Graduates - - Annual assessment based on completed surveys administered 6 months after graduation.
- Cultural Events - - Annual duplicated headcount as reported by the colleges to reflect attendance at cultural events sponsored by the college and the community. There is no standard definition of this statistic.

## Fiscal Management Effectiveness

- External Audit - - Summary of findings
- Funding - - Funding sources: General Fund annual amount
- Grants & Contracts - - Annual amount processed by the System Office of Grants and Contracts
- Advancement - - Annual amount processed by the System Office of Advancement.
- Per Student Funding - - Public funds (State General Fund appropriations plus tuition and fees revenue) per FTE enrollment

## Institutional Profile

- Consolidation - - Number of districts operation as consolidated community and technical colleges as accredited with SACS.
- Media Articles - - Number of articles appearing in regional or national publications as reported by the System Office of Public Information.
- Presentations - - Number of presentations in national venues by KCTCS personnel as reported by CEOs and System Office staff. There is no standard definition of this statistic.

## Footnotes

- <sup>1</sup> This statistic is not available at this time. Negotiations are underway to obtain this data from CPE's Kentucky Adult Education unit.
- <sup>2</sup> This statistic is based on data from an external database at the KyDept of Technical Education, which is used for Perkins Fund performance reporting.
- <sup>3</sup> This statistic is based on CPE Key Indicator (3A - One-year retention of First-time Freshmen)) but includes out-of-state transfer data from an external database at the National Student Clearinghouse, reflecting enrollment in about 91% of the 2- and 4-year institutions in the country. It currently, however, does not include Indiana University (a common destination), but these students are expected to be identified at a later date. Only out-of-state transfers enrolling in the Fall term are included.
- <sup>4</sup> This statistic is based on official data from the CPE/Adult Education database.
- <sup>5</sup> This statistic is based on unofficial data from a paper-based tally of a single day sampling.
- <sup>6</sup> This statistic is based on data from an external database.
- <sup>7</sup> This statistic is not available at this time. Developing a standardized measure to collect data.

**AS IT WILL APPEAR:****1.4 Internal Governance Structure: KCTCS Senate**

The KCTCS Senate "shall have the primary responsibility for determining academic policy and curricula development that shall be recommended to the president of the Kentucky Community and Technical College System (KRS 164.580)." The make-up and functions of the Senate shall be specified in the *Rules of the Senate* and shall include the following:

- academic policies and curriculum;
- courses and other academic offerings;
- procedures governing admissions, classification, probation, dismissal, and graduation of students;
- academic terms and sample calendars;
- criteria for appointments, reappointments, promotions, and granting of tenure; and
- candidates for degrees, diplomas, and certificates.

**1.4.1 Senate Council**

The Senate delegates to the Senate Council and/or its committees the largest degree of authority in handling recurring and routine matters in order that meetings of the Senate may be devoted largely to communication and consideration of matters of educational policy.

The Council serves as an executive committee for the Senate in exercising the functions of the Senate. The Council also serves in an advisory capacity to the Chancellor on matters relative to the welfare of the System. The make-up and functions of the Senate Council are found in *Rules of the Senate*.

**1.4.2 The Faculty**

The Faculty of the colleges is defined in Board Policy 2.1. An individual may have appointments to more than one Faculty; in such instance, one appointment shall be designated by the appropriate administrative officer as the primary one.

The Faculty shall hold regularly scheduled meetings. In addition, it shall meet in special session on the call of the President of the Kentucky Community and Technical College System, the Chancellor, the president of the college, or at the request of a prescribed number of its membership. Each college Faculty shall establish the quorum for the transaction of business. Copies of minutes of college Faculty meetings shall be made available to the Faculty.

Consistent with the Kentucky Community and Technical College System procedures and the *Rules of the Senate*, the Faculty as defined in Section 2.1.1 of each college shall establish its own rules, including an organizational structure necessary for the performance of the Faculty's functions, subject to the review and approval of the college president. Copies of the rules of the Faculty and a description of the Faculty's committee structure shall be made available, and a copy filed in the college president's office. A copy of the bylaws of the Faculty is also to be filed in the Office of the Chancellor.

Within the limits established by the procedures of the Kentucky Community and Technical College System and the *Rules of the Senate*, the Faculty of a college shall determine the

educational policies of that college. It shall make recommendations to the Senate on matters which require the action of that body, and it may make recommendations on other matters to the Senate, to the Chancellor, or to the President of the Kentucky Community and Technical College System.

#### **1.4.2.1 Faculties of Divisions**

The faculty of a division shall consist of a chairperson and the members of the division who are members of the Faculty of the college. The division faculty has the responsibility for the internal policies of the division, insofar as these policies do not conflict with those of the other divisions, with the rules of the Faculty of the college of which it is a part, or with the *Rules of the Senate*. It should hold regularly scheduled meetings and is authorized, with the approval of the president of the college, to establish rules for procedure and a committee structure to deal with matters for which it has responsibility. It should establish, with the division chairperson and the president of the college, procedures to be used within the division in advising on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, the granting of tenure (where applicable), and the procedures to be used on the division level in faculty performance evaluations and in the preparation of budget requests.

The division chairperson shall preside over all division faculty meetings, except as the division chairperson may delegate this function, and shall be an ex officio member of all division committees. Copies of minutes of division faculty meetings shall be made available to the faculty of the division and the president of the college.

#### **1.4.3 Authorization**

At no time will the bylaws, rules, and policies of the Faculty Senate be in conflict with the bylaws and policies of the Board of Regents of KCTCS.

4-30-99

\_\_\_\_\_  
Date Approved by  
KCTCS Board of Regents

\_\_\_\_\_  
Date of Last Review

\_\_\_\_\_  
Date of Last Revision  
(Include all dates in  
chronological order)

\_\_\_\_\_  
Chair, Board of Regents

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, KCTCS

\_\_\_\_\_  
Date